

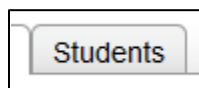
How to Add Another Child to your Account in the Mansfield Middle School Parent Portal

When you originally created your account, you probably added all of your children who attended the Middle School at that time. If at a later point you have another child enroll in the Middle School (such as a new 5th grade student), you can also add that child to the same account.

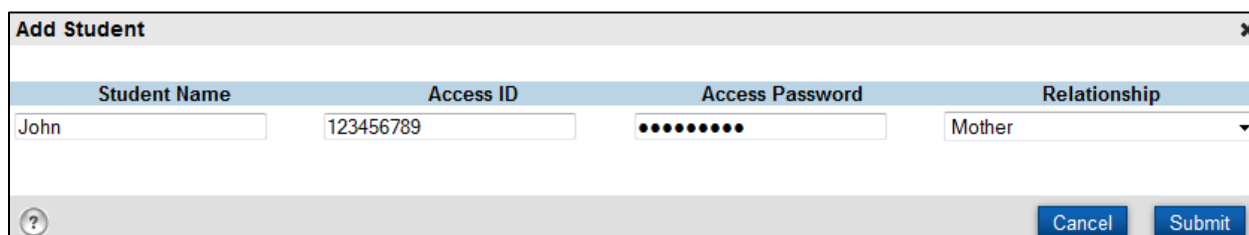
- 1) Only parents/guardians listed as having custody or legal guardianship can access a child's information. To setup your login, you will need to obtain your child(ren)'s unique access ID and access password (this information was mailed to all parents on January 18, 2013; if you need another copy, we can give you one in the Middle School Office with a photo ID). Only students in grades 5-8 have information in the Middle School's Parent Portal.
- 2) Go to <https://powerschool.mansfieldct.org> and login with your previously created username and password.
- 3) Click on "Account Preferences" on the left side of the screen.



- 4) Click on the "Students" tab at the top middle of the screen.



- 5) Click the "Add" button and then fill in the information for your child (sample below). Remember that you are using the Access ID and Access Password provided by the Middle School Office that is specific to the child you are adding.

A screenshot of a web form titled "Add Student" in a light gray header bar with a close button (X) on the right. The form has four columns: "Student Name", "Access ID", "Access Password", and "Relationship".

Student Name	Access ID	Access Password	Relationship
John	123456789	Mother

At the bottom of the form, there is a light gray bar containing a question mark icon on the left, and "Cancel" and "Submit" buttons on the right.

- 6) Now you're done. You'll notice at the top left side of the screen the names of your children (assuming you have more than one at the Middle School). Click on the name of the child to view that child's information.



For further support, please view the helpful online videos, handouts, and FAQs on the middle school's website (<http://mansfieldct.gov/mms> - click on "Parent Portal" under the "For Parents" menu). These resources are intended to answer any how-to questions about the portal.